



## POSITION DESCRIPTION

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**CLASSIFICATION TITLE** Program Manager

**WORK AREA** Planning and Development Administration

**CLASS CODE** 4919/Exempt

**EFFECTIVE DATE:** October 1, 2001

### **FUNCTION**

Professional, administrative and supervisory work managing financial expenditures and tracking historical trends.

### **EDUCATION AND EXPERIENCE**

Master's degree in Business or Public Administration or closely related field or Bachelor's degree in Business or Public Administration or closely related field and a minimum of three (3) years experience in public sector financial management/analysis. *A comparable amount of education, training, or experience may be substituted.*

### **ESSENTIAL FUNCTIONS**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Provide and track analytical information for all funds within the Planning and Development Department. Track historical trends in the construction growth of Seminole County, tracking building permits and fees collected, conduct rate assessment studies, project future fiscal needs. Supervise impact fee and concurrency management systems and staff. Liaison between Planning and Development Department and Fiscal Services Department as well as the operating system liaison between the AS400 revenue system and Pentamotion . Handle requests for information relating to the funds of the department. Performs other duties as may be assigned or as may be necessary.

### **WORKING CONDITIONS**

The work environment for this position is primarily a general office setting, with some fieldwork as necessary. The incumbent performs most duties sitting at a desk, table, or workstation. Incumbents in this position are exposed to radiant and electrical energy found in the office environment.